



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

Community Development Block Grant Program (CDBG)

2006 Public Services Grant Application Handbook

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Director

Community Development Block Grant Public Services Grant Application Handbook

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APPLICATION INFORMATION

This application handbook provides all the necessary forms and instructions to apply for a 2006 Community Development Block Grant (CDBG) Public Services Grant. The completion of the application forms and federal requirements must be coordinated between the county and the community action agency (CAA).

APPLICATION AND CONTRACT TIME FRAME

PARTY	ACTION ITEM	DATE
CDBG	Distribute application handbooks to county and CAA	10/31/05
County/CAA	Send the minimum application documentation to CDBG	12/9/05 or earlier
CDBG	Send grant contract to county for signature	12/30/05
County/CAA	Send any remaining application documentation to CDBG.	1/13/06 or earlier
County	Sign and return contract to CDBG	1/20/06 or earlier
CDBG	Sign and return fully executed contract to county	1/31/06
County/CAA	Funds can be expended once the contract is fully executed	

The contracting dates are contingent upon the receipt of a complete application by the due date.

RECENT CHANGES TO THE 2006 APPLICATION

- The CDBG and Community Service Block Grant (CSBG) amounts are different from 2005. Factors include the anticipated 8% reduction in federal funding for CDBG, the CSBG allocation formula that established 2006 standard base and poverty awards, and the receipt of state funds for community action agencies.
- The 2005 Budget and Project Description form and the Budget Detail forms have been replaced by a new Project Description & Low- and Moderate-Income Benefit Table, which better lists the actual services to be CDBG funded and how these services will benefit low- and moderate-income persons.
- HUD has clarified the instructions for Part I, box 1 of the Disclosure Report. In 2005 you were instructed to check NO in this box; for 2006 you check YES in this box since local requests for CDBG assistance, such as CDBG Public Services Grants, are considered a specific activity. Since no county is receiving a 2006 Public Services Grant over \$200,000, check NO in box 2 **unless** the county will be applying for other HUD (including CDBG) funds in 2006 and in total the amount exceeds \$200,000.
- Last year's new Environmental Review form included a certification that allowed the Determination of Exemption to be extended, so the county does not need to complete the Environmental Review process for this 2006 Public Services Grant.

APPLICATION INFORMATION

ROLES AND RESPONSIBILITIES

The left column lists the application form and federal requirements found in this application handbook. In addition, both the county and the community action agency have the responsibility to coordinate their efforts to meet the application and contract timeframe outlined above.

FORMS AND REQUIREMENTS		COUNTY AND COMMISSIONERS	COMMUNITY ACTION AGENCY
Project Summary Form	White Page 6	Review and sign	Complete with county
Project Description & LMI Benefit Table	White Page 8	Review	Complete
Citizen Participation Requirements <ul style="list-style-type: none">• Public Hearing• Outreach and Accommodation Form	Green Page 13 Page 14-15 Page 16	Advertise and conduct public hearing and distribute handouts	Share public notice with stakeholders and attend hearing
Certifications of Compliance	Green Page 23	Complete and adopt	
Disclosure Report	Green Page 26	Determine all 2006 HUD funds received by county for Part I, box 2 Threshold; Complete and sign	Assist in completion
Subrecipient Agreement	Green Page 29	Complete with CAA and sign before first request for 2006 funds	Complete with county and sign before first request for 2006 funds

NOTE: Since the CDBG grant is awarded to the county, only the county's chief administrative official or the county official designated in the Certification of Compliance may sign these grant forms.

APPLICATION INFORMATION

ELIGIBLE ACTIVITIES

A complete listing of CDBG eligible public service activities can be found in Section 105 (a) of Title I of the Housing and Community Development Act of 1974, as amended. As CDBG budget details are developed, the following issues should be considered:

- CDBG funds can only finance CDBG eligible public service activities.
- Accountability is easier if CDBG funds are distributed between fewer service programs.
- CDBG can fund direct service costs, and those supportive administration costs identified within the community action agency's Cost Allocation Plan as necessary for the implementation of the service.

Definitions:

CDBG Eligible Public Services – A direct service to a low- and moderate-income person that is not eligible under another CDBG line item. Other CDBG line items that are not considered public services include housing rehabilitation, construction and planning.

Direct Services – Activities that directly result in a specific service to a low- and moderate-income person.

- This does not include direct income payments, although emergency payments paid to a third party for no more than three consecutive months may be eligible.
- This could include linkages if the activity provides a tangible linkage service for a person.

Eligible public service costs – Direct service costs and supportive administration costs necessary for the implementation of a direct public service to a person, including:

- Program staff salaries/benefits, including supervisory staff directly involved in the management of the public service program.
- Supportive administration costs charged to the eligible public service program as identified and documented in an approved cost allocation plan. These costs must be applied equitably and demonstrate the actual cost of providing the public service.
- Cost of operating and maintaining that portion of a facility in which the service is located, even if such costs are the only CDBG contribution for the services.
- Indirect costs applied to a public service program as identified and documented in an approved cost allocation plan. These costs must be applied equitably and demonstrate the actual cost of providing the public service.

INELIGIBLE ACTIVITIES

In general, any activity not described in the reference above and that does not principally benefit low- and moderate-income persons (defined as having a total annual income of 80% or less of a county's median income) is ineligible for consideration.

CDBG Public Service Grants also cannot fund activities and their administration costs that are eligible for funding through another CDBG fund/line item instead, such as:

- Planning and community organization, not directly linked to the implementation of an eligible public service
- Housing rehabilitation
- Facility acquisition, construction or renovation

Contact the CDBG Program for information on accessing CDBG funds for these above activities that are not considered a CDBG *public service* activity.

In addition, CDBG funds may not be used for:

- Administrative costs for the general management of the organization
- Political activities
- Direct payments to individuals for their food, clothing, utilities, or other income payments. (Third-party payments are potentially eligible under an emergency basis. See Eligible Activities.)
- New housing construction costs, including administration of new housing development programs

RELATIONSHIP WITH OTHER CDBG GRANTS

It is possible for an eligible jurisdiction to apply for more than one type of CDBG grant within the same program year. A Resolution with Certifications of Compliance, Disclosure Report and the county's public hearing must be specific to each application.

SUBMITTAL INSTRUCTIONS

Please read this entire application handbook before preparing your application and follow the submittal time frames outlined on page 2. The CDBG contracting process will begin once we receive the following minimum application documentation. To expedite contracting, submit these application documents by December 9, 2005 or earlier:

- Project Summary Form
- Project Description & Low- and Moderate-Income Benefit Table
- Actual photocopy of the published public hearing notice from the newspaper (and not necessarily the affidavit of publication)
- Outreach and Accommodation Form
- Certifications of Compliance

To finalize the CDBG contract and release funds, the remaining documents must be submitted by January 13, 2006 or earlier:

- Disclosure Report
- Public Hearing Minutes

Submit **ONE** application with original signature, and **ONE** copy to:

Attn: Laurie Dschaak
Department of Community, Trade and Economic Development (CTED)
906 Columbia Street SW
PO Box 42525
Olympia, WA 98504-2525

Contact Kaaren Roe at (360) 725-3018 or kaarenr@cted.wa.gov for additional assistance on completing this application. Application forms are available online: <http://www.cted.wa.gov/cdbg> under Grant Applications.

Community Development Block Grant Public Services Grant Application Handbook

Application Forms

- **Project Summary Form**
- **Project Description & Low- and Moderate-Income Benefit Table**

CDBG PUBLIC SERVICES GRANT - PROJECT SUMMARY FORM

1. Applicant Jurisdiction: _____
Address: _____
Phone: _____
FAX: _____
Tax ID #: _____
SWV #: _____
Counties Served: _____
2. Contact Person: _____
Title or Affiliation: _____
Address: _____
Phone: _____
FAX: _____
Email: _____
3. Subrecipient Organization: _____
Contact Person: _____
Title: _____
Address: _____
Phone: _____
FAX: _____
Email: _____
4. Consultant: N/A
Address: _____
Phone: _____
Email: _____
5. Fiscal Year from _____ to _____
6. State Legislative District: _____ Congressional District: _____
7. Project Summary: *To provide public services to low income persons in the above counties.*
8. Project Category (Please check the category(s) that applies.)
☒ **Public Services**
9. National Objective Addressed (Please check the applicable objective.)
☒ **Principally benefits low- and moderate-income households, ____%**
☐ Prevents or eliminates slums or blight
☐ Meets urgent community development needs which pose a serious & immediate threat to public health or safety
10. Total Project Budget:
CDBG \$ _____
CSBG ST \$ _____
TOTAL \$ _____
11. Project Location:
Census Tract(s) _____
Block Group(s) _____
12. Project Beneficiaries:
Persons: _____ # Households: N/A
#LMI Persons: _____ # LMI Households: N/A
13. Certification of Chief Administrative Official
- _____
Signature
- _____
Title
- _____
Name (Please type or print)
- _____
Date

PROJECT SUMMARY FORM INSTRUCTIONS

The Project Summary Form serves as the cover page for the application.

1. The applicant jurisdiction must be a non-entitlement city or county. The Tax Identification number is usually a "91-" number. *For Public Services Grants, the applicant is a county.*
2. Provide information on the person to be contacted, should more information regarding the threshold requirements or project proposal be needed by the CTED staff. This person will also be listed as the contact person for the CDBG contract.
3. Provide information on any subrecipient organization that will benefit from the project or receive CDBG funds as a pass-through. *For Public Services Grants, the subrecipient organization is the community action agency.*
4. Provide information on the consultant used to develop the proposal, if applicable. *For Public Services Grants, this should not be applicable.*
5. List the month and day of the beginning and end dates of the applicant's fiscal year.
6. List the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished and the major elements of the project. *For Public Services Grants, the Project Description & LMI Benefit Table will be used to give detail to the summary already provided.*
8. *The CDBG project category of "public services" is already checked for Public Services Grants.*
9. *All Public Services Grants must address the national objective "principally benefiting low- and moderate-income households." List the percentage of low- and moderate-income (LMI) benefit. It is not necessary to address more than one national objective.*
10. List the project budget. *For Public Services Grants, the CDBG budget is the total CDBG contract amount, including county administration. The CSBG amount listed here will be used as the amount of funds leveraged, so we advise using the 2006 CSBG amount listed in the Award Allocation table located in the Attachments. This CSBG amount assumes full CSBG federal funding and will be adjusted if the actual 2006 CSBG budget is less.*
11. List the Census Tract and Block Group for the project location. *For Public Services Grant, list only the census tract and block group number for the location of the community action agency's main office. Sources of assistance are the local or county planning office, the U.S. Census website: (<http://www.census.gov/>) or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.*
12. List the unduplicated number of persons and persons with low- and moderate-income (LMI) that will benefit from the annual Public Services Grant. These numbers must be consistent with the LMI percentage listed for 9. above.
13. This Form must be signed by the county's Chief Administrative Official (county commission chair or county administrator, as applicable) or the county official designated in the Certification of Compliance. **An original signature must be submitted.** Clearly state the official's name and title.

SUBMIT THIS FORM WITH THE APPLICATION

CDBG PUBLIC SERVICES GRANT
PROJECT DESCRIPTION & LOW- AND MODERATE-INCOME BENEFIT TABLE
 (See instructions on following pages.)

A.	B.	C.	D.
Public Services Activity or Program Name	Service Category	Method for Ensuring Benefit To LMI Persons	CDBG Amount Budgeted
		CAA TOTAL	\$
<i>Sample: Senior Meals Program</i>	<i>Nutrition</i>	<i>HUD Special Group: Seniors</i>	\$ 12,855
			\$
			\$
			\$
			\$
			\$
			\$
			\$

			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
To list additional Public Services activities, another copy of this table's first page can be submitted.			
County Administration	N/A	County administration activities are limited to activities necessary to administer the CDBG Public Services Grant in partnership with the local community action agency.	\$3,000

PROJECT DESCRIPTION & LOW- AND MODERATE-INCOME BENEFIT TABLE INSTRUCTIONS

To document the benefit to LMI persons and provide CDBG budget detail, applicants must list the public service activity or program name assisted with CDBG funds, the method for ensuring these services principally benefit low- and moderate-income persons, and the amount of CDBG funds allocated to each public service activity.

CDBG Public Services Grants must directly target services to lower income persons or benefit a limited number or specific group of people as long as at least 51% of those served are LMI persons. This approach for meeting the CDBG LMI National Objective is called Limited Clientele under the CDBG Program.

Column A: List each public services activity or program name to be assisted with CDBG funds. The activity or program name should be descriptive enough to communicate the type of service being provided. Review the lists of eligible and ineligible public service activities found in the Application Information section of this handbook.

Column B: List one of the following CSBG Service Categories for each public services activity or program.

- | | | |
|------------------------|------------|--------------------|
| ▪ Employment | ▪ Health | ▪ Money Management |
| ▪ Education | ▪ Housing | ▪ Nutrition |
| ▪ Emergency Assistance | ▪ Linkages | ▪ Self-Sufficiency |

Column C: For each public services activity or program, describe the method for ensuring a benefit to low- and moderate-income persons will be achieved. Under the HUD's Limited Clientele category, an activity provides a LMI benefit with the use of CDBG funds in the following ways:

1. The service exclusively benefits clientele who are presumed by HUD to be principally LMI persons. These special groups include:

▪ Abused children	▪ Homeless persons	▪ Persons living with the disease AIDS
▪ Battered spouses	▪ Illiterate persons	▪ Severely disabled adults
▪ Elderly persons	▪ Migrant farm workers	

If an activity is targeting persons belonging to one of the above HUD-defined special groups, it can be presumed that the activity will be principally benefiting LMI persons.

OR

2. Information on family size and income is available and shows at least 51% of the activity's clientele meet and will continue to meet the LMI income criteria.

OR

3. Income eligibility requirements limit the activity to LMI persons only.

OR

4. Be of such nature and location that it may reasonably be concluded that the activity's clientele will primarily be LMI persons.

Column D: First list the **total** amount of CDBG awarded to the community action agency, as found in the CDBG Public Services Grant Contract Amounts table in this handbook's Attachments.

Then list the amount of CDBG funds to be budgeted towards each public services activity. These amounts must total the CDBG award amount.

County Administration: The budget amount and justification is already completed and assumes the public service grant principally benefits low- and moderate-income persons.

Community Development Block Grant Public Services Grant Application Handbook

Federal Requirements

- **Citizen Participation Requirements**
 - **Public Hearing**
 - **Outreach Accommodation for Non-English Speaking Residents Form**
- **Resolution with Certifications of Compliance**
- **Disclosure Report**
- **Subrecipient Agreement**

CITIZEN PARTICIPATION REQUIREMENTS FOR CDBG PUBLIC SERVICES GRANTS

To apply for CDBG funds, a jurisdiction must show it has involved its citizens in the CDBG application process and complied with the specific federal citizen participation requirements outlined in 24 CFR 570.486. These regulations are provided in the sample handout on page 21. These citizen participation activities inform the residents, local organizations that serve low-income persons and the county decision-makers of the availability of CDBG funds and provide the opportunity to present potential projects and input on proposed projects.

If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, contact the CDBG office to coordinate these citizen participation and public hearing requirements.

Also, the 2005 Public Service Grant contracts are approaching their end. A public hearing that reviews the county's and community action agency's performance and use of CDBG funds is required as part of this contract's closeout process. Combining the public hearing requirements for the 2006 application and the 2005 closeout process into one public hearing is strongly recommended. This can be accomplished by using the sample public hearing notice, provided on page 18.

√ **NOTE:** Some counties and community action agencies did not follow all of these citizen participation requirements for last year's application and access to funding was delayed. Please review this section carefully; to ensure the public hearing, outreach and documentation requirements are met.

SUMMARY

The minimum citizen participation requirements for a CDBG application are:

1. Conduct at least one public hearing prior to submitting a CDBG application. This hearing must be held at a convenient time and location to encourage citizen participation.
2. Publish an official announcement of the hearing, providing reasonable advance notice. A sample public hearing notice with required language is provided on page 18.
3. Distribute information on the availability of CDBG funds and the eligible uses at the public hearing. Required handouts are provided on pages 19-21. The hearing minutes must reflect that these handouts were distributed at the public hearing.
4. Review local demographic data to determine if it is reasonable to expect a significant number of non-English speaking residents at the public hearing, and advertise and conduct the public hearing based on this determination. Detailed guidance on providing and documenting outreach and accommodation for non-English speaking residents is provided on page 16.
5. Adopt a grievance procedure for the use of CDBG funds. A sample grievance procedure is provided on page 22.
6. Document that the notice was published and the hearing was held. A documentation checklist is provided below.

Required citizen participation documentation to be submitted with the application:

- ✓ A copy of the public hearing minutes, including a statement that the CDBG required handouts were distributed.
- ✓ A copy of the affidavit of publication or photocopy of the notice from the paper.
- ✓ The Outreach and Accommodation for Non-English Speaking Residents form, documenting the review and determination of local data on non-English speaking populations, the list of outreach steps (if applicable) and accommodations made.
- ✓ A copy of the jurisdiction's adopted Grievance Procedure.

✓ **HELPFUL HINT:** Plan for the required initial public hearing NOW! Decide the hearing date and then work backward to determine when and how the public announcement must be published to allow sufficient notice time and outreach.

DETAILED INFORMATION ON THE REQUIREMENTS

1. Public Hearing Logistics

What is a public hearing? – A public hearing is a meeting of a governmental body during which the public is invited to the council or board of county commissioners, who will primarily listen and receive public input. A public hearing may be held as part of a regularly scheduled public meeting where official decisions may then be made or where it is elected to make a decision at a subsequent meeting.

Who must conduct the hearing? – The applicant city, town or county. Although some applications are developed by other community organizations or special districts, these organizations cannot conduct the hearing and have it meet CDBG requirements.

When must the hearing be held? – Prior to submission of the CDBG application and within 18 months of the application submittal date. An additional public hearing will be required towards the end of the project to review and receive comments on the project's performance. Also, a public hearing could be required if activities are proposed to be added, deleted or substantially changed from the original proposal.

Where must the hearing be held? – The hearing location must be accessible to persons of disability. The location must also be convenient for persons likely impacted by the proposed project. This is particularly relevant for a county proposing a project in a community that is far from the county seat.

2. Public Hearing Notice

When must the advance notice be made? – Generally, a legal notice is published at least one week prior to the hearing date. The notice must meet the local public hearing notice requirements.

Where must the notice be made? – The hearing must be well-advertised, generally in the official local paper. In addition, public notice can be made using community bulletin boards, local newsletters, billing statements, newspaper articles or door-to-door distribution. Residents within those areas in which CDBG funds are proposed to be used, especially the low- and moderate-income persons, should be encouraged to attend or provide comment.

For Public Services Grant applications: To further address the intent of the citizen participation requirements to review community needs and the use of CDBG funds, it is recommended the county and community action agency:

- Have the community action agency's most current Community Needs Assessment available for review at the public hearing to support the need for public service assistance and the allocation of funds;
- Identify those partner organizations that are proposed to be supported by CDBG Public Services Grant funds; and
- Send notice of the public hearing to those partner organizations as an invitation to participate in the public hearing discussions.

What must the notice say? – A sample notice is provided on page 18.

3. Public Hearing Purpose

What must the CDBG hearing cover? – The hearing is to obtain citizens' views and respond to proposals and questions. It must cover community development and housing needs and the availability of CDBG funds. The CDBG Program handout materials are to be distributed. Additional handout materials describing the proposed project(s) are advisable. A copy of the handout information in Spanish is available from the CDBG Program upon request.

4. Meeting the Needs of Non-English Speaking Residents

All applicants must complete the Outreach and Accommodation Form on page 16. This form provides guidance on meeting this requirement, lists potential outreach steps and accommodations, and outlines how to document the efforts. The CDBG public hearing should not be advertised or conducted without first ensuring appropriate outreach and accommodations are accomplished.

The federal regulations on page 21 state "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The applicant jurisdiction must review local demographic data and consider the potential impacts of the proposed project to determine the appropriate outreach steps and accommodations to meet the needs of non-English speaking residents.

For Public Services Grant applications: Below is a list of Washington State counties where 2000 Census data show that more than 10% of the jurisdiction's population speak Spanish as their principal language and also reported they speak English less than "very well."

Adams County	22%	Franklin County	24%
Chelan County	11%	Grant County	14%
Douglas County	10%	Yakima County	16%

Contact the CDBG office for assistance in accessing and interpreting data on non-English speaking residents.

5. Grievance Procedure

What must the procedure do? – The grievance procedure must provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. A sample procedure to be adopted is provided on page 22.

OUTREACH AND ACCOMMODATION FOR NON-ENGLISH SPEAKING RESIDENTS FORM

This form documents the applicant jurisdiction's determination whether additional public hearing outreach and accommodations for local non-English speaking residents are required and lists the outreach steps and accommodations provided. The federal regulations on page 21 state "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The CDBG Program benefits low- and moderate-income persons and strongly encourages a jurisdiction to make efforts to receive input on community needs from minority populations. To meet the CDBG requirements for outreach and accommodation for non-English speaking residents, the jurisdiction must:

- Complete and submit this form with the application;
- Properly advertise the public hearing (see the sample public hearing notice's accommodation clause options) and submit a copy of the notice with the application; and
- Follow the public hearing notice and provide any necessary accommodations at the public hearing.

Significant Population - General guidance is if 2000 Census data show that more than 10% of the jurisdiction's population speaks English less than "very well" or if more than 10% of the project's targeted population speaks English less than "very well," then it is reasonable to expect and encourage a significant number of non-English speaking residents to participate. In such cases, special outreach and accommodations are recommended to inform this population of the opportunity to receive information on the CDBG Program and input on the proposed project. (See B. and D. below.)

OUTREACH - Complete either A. or B., as applicable.

A. To document that targeted outreach to non-English speaking residents was NOT necessary, check the box and provide any additional explanation:

- ☐ Data on local non-English speaking populations, including 2000 Census Data, demonstrate that it is NOT reasonable to expect a significant number of non-English speaking residents to attend the CDBG application public hearing. See page 7 for assistance on accessing 2000 Census Data.

Explain below any local circumstances that contribute to your interpretation of the data:

If you were able to check the A. box above, you can skip B. and complete C.

B. To document the outreach steps taken when it was expected non-English speaking residents would participate in the public hearing, check the boxes that apply:

- ☐ The CDBG public hearing notice was advertised in an alternate language.
- ☐ The CDBG public hearing was announced on an alternate language radio or television station.
- ☐ The CDBG public hearing notice was posted in an alternate language in advance at the following locations to target the non-English speaking population:

Location

Date Posted

- ☐ Members of organizations and advocacy groups representing non-English speaking populations were invited to attend the CDBG public hearing.
- ☐ Leaders and interested parties from the minority community were directly invited to attend the CDBG public hearing.
- ☐ Other:

ACCOMMODATIONS - Complete either C. or D., as applicable.

C. For jurisdictions where it was determined a significant number of non-English speaking residents were NOT expected to participate (A. box is checked above), the following minimum accommodation was made available:

- ☐ The CDBG public hearing notice states that arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon advance notice request. Submit a copy of the affidavit of publication or a photocopy of the actual notice from the paper to document.

D. For jurisdictions where a significant number of non-English speaking residents were expected to participate (B. box is checked above), the following accommodations were all made:

- ☐ The CDBG public hearing notices state that an interpreter will be available (*even without advance request*). Submit a copy of the affidavit of publication or a copy of the actual notice from the paper; and
- ☐ CDBG public hearing handouts were available in the alternate language at the public hearing. Sample handouts in Spanish are available from the CDBG program upon request.
- ☐ Other:

SAMPLE PUBLIC HEARING NOTICE (PUBLIC SERVICES GRANT VERSION)

Additional information can be added to these required clauses to meet specific local announcement needs and to encourage participation.

If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

Where/When: NOTICE IS HEREBY GIVEN that a public hearing will be held by the (*city council/county board of commissioners*) in the (*council chambers/hearing room*), (*location*), on (*date and time*).

Basic Clause: The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from low- and moderate-income persons and persons residing in the (*name of area*) area.

Clause describing the availability of funds and eligible uses: Up to \$ (*enter amount to be awarded*) will be available to the (*county name*) and the (*CAA name*) to fund public service activities that principally benefit low- and moderate-income persons.

Comment clause: The draft application for the (*project name*) proposal will be available for review at the (*location – government office and/or library*), (*time and date*). Comments may also be submitted in writing to (*city/county*), (*time period*).

Recommended
2005 contract closeout clause: Comments on the county's and Community Action Agency's past performance and use of their 2005 CDBG Public Services Grant awards will also be received.

Accommodation clause:

For applicants who checked box C. in the Outreach and Accommodation Form.
Or
The (*council chambers/hearing room*) is handicap accessible. Arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon receiving twenty-four (24) hour advance notice. Contact (*name*) at (*number, location*).

For applicants who checked box D. in the Outreach and Accommodation Form. A (*insert alternate language*) interpreter will be available. The (*council chambers/hearing room*) is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving twenty-four (24) hours advance notice. Contact (*name*) at (*number, location*).



washington state department of community, trade and economic development

Community Development Block Grant

Local Government Division

For More Information

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Introduction

The Washington State Community Development Block Grant (CDBG) Program provides funds on a competitive basis for housing, infrastructure, and community facilities, economic development, and planning projects that principally benefit low- and moderate-income households.

The Washington State CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD). The purpose of the state CDBG Program is to improve and maintain the environment of eligible, non-entitlement cities and counties in order to enhance the quality of life for low- and moderate-income (LMI) residents and, as a result, benefit the entire community.

Funds Available

For 2006 it is anticipated that approximately \$15.9 million in federal funds will be awarded to Washington State. It is proposed that funds be distributed as follows:

- **General Purpose Grant** **\$ 7,000,000**
 Contact: Bill Prentice
 Annual grant cycle during which eligible applicants may request up to \$1,000,000 per application for local housing, public facilities, community facilities, or economic development/microenterprise projects principally benefiting low- and moderate-income persons. The application due date for the 2006 grant cycle is November 17, 2005, with awards announced mid-March 2006.
- **Community Investment Fund Grant** **\$ 4,107,728**
 Contact: Dan Riebli
 Provides technical and financial assistance to eligible communities of up to \$1,000,000 per application throughout the year on a funds available basis for community and economic development projects identified through a local prioritization process. Assistance is coordinated with the department's Resource Team.
- **Planning-Only Grant** **\$ 500,000**
 Contact: Sheila Lee-Johnston
 Provides funds to eligible communities on a funds available basis for a wide range of planning activities that address public health and safety issues; improve essential services to low- and moderate-income individuals; complete a necessary and specific step within a broader community development strategy; or meet a planning requirement that will principally benefit LMI persons. Grants of up to \$35,000 are available, based on type of project. Multiple jurisdictions may request up to \$50,000.

- **Imminent Threat Grant** **\$ 166,000**
 Contact: Bill Prentice
 Provides funds to address unique emergencies posing a serious and immediate threat to public health and safety on a funds availability basis. Upon formal Declaration of Emergency, costs can be covered for a temporary repair or solution while funding for a permanent fix is secured.
- **Housing Enhancement Grant** **\$ 800,000**
 Contact: Sharon Robinson
 Companion funds to support priority applications submitted to the Washington State Housing Trust Fund.
- **Housing Rehabilitation Grants Program** **\$ 1,100,000**
 Contact: Dwight Edwards
 Funds to support local housing rehabilitation activities. Grants of up to \$500,000 can be awarded annually.
- **Public Services Grant** **\$ 1,660,720**
 Contact: Kaaren Roe
 Grants made available through counties to community action agencies serving non-entitlement areas for activities serving low- and moderate-income people. Funding provided by formula and administration coordinated with the state Community Services Block Grant Program.
- **Administrative One Percent Set-aside for Technical Assistance**
 One percent of the state's annual allocation of CDBG funding is used to provide technical assistance to CDBG eligible jurisdictions.
- **Business Loan Portfolio**
 Contact: Dan Riebli
 Four types of block grant lending instruments are currently used in Washington to assist business:
 - CDBG Float-Funded Activity Program
 - Loans from the Rural Washington Loan Fund
 - HUD Section 108 Guarantee Loans
 - Regional Microenterprise Development Grants

Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with less than 50,000 in population or counties with less than 200,000 in population that are non-entitlement jurisdictions or are not participants in a HUD Urban County Entitlement Consortium.
- Non-profit organizations, Indian tribes, and special purpose organizations such as public housing authorities, port districts, community action agencies, and economic development councils, are not eligible to apply directly to the CDBG Program for funding. However, eligible jurisdictions may choose to serve Indian tribes within their jurisdiction or to involve the other organizations in the operation of projects funded under the program.
- Projects must principally benefit low- and moderate-income persons. Low- and moderate-income is defined as 80 percent of county median income.
- Applicants may submit one request per fund each program year.

Federal Citizen Participation Requirements For Local Government Applicants to the State CDBG Program

Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
 - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
 - (3) Furnish citizens information, including but not limited to:
 - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - (ii) The range of activities that may be undertaken with the CDBG funds;
 - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Section 570.488.
 - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
 - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. ***Substantially changed*** means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

SAMPLE GRIEVANCE PROCEDURE

This grievance procedure is intended to serve as a guide and should be revised to reflect local circumstances and to incorporate any applicable state or local laws.

1. Submit complaints in writing to the designated official (such as the city manager, city/county clerk, or county executive) for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
2. If the complaint cannot be resolved to your satisfaction by the designated official,
 - It will be forwarded to a committee appointed by the governing body. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceeding of the committee will be recorded and maintained.

OR

- The complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this _____ day of _____, 200_____.

(Signature of Chief Administrative Officer)

(Title)

Attest: _____

SAMPLE RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE For CDBG Public Services Grant Only

WHEREAS, (Name of county) is applying to the state Department of Community, Trade and Economic Development for funding assistance;

WHEREAS, it is necessary that certain conditions be met as part of the application requirements;

WHEREAS, (Name of Chief Administrative Official and title) is authorized to submit this application to the state of Washington on behalf of (Name of county);

NOW, THEREFORE, be it resolved that the (Name of county) authorizes submission of this application to the state Department of Community, Trade and Economic Development to request \$ (new CDBG total as listed on Project Summary Form) to fund public service activities in coordination with (name of community action agency), and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a)(2)(3) of the Housing and Community Development Act of 1974, as amended); has complied with all public hearing requirements and provided citizens, especially low- and moderate-income persons, with reasonable advance notice of, and the opportunity to present their views during the assessment of community development and housing needs, during the review of available funding and eligible activities, and on the proposed activities;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, and will affirmatively further fair housing, (Title VIII of the Civil Rights Act of 1968); and

Has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or

location which is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act of 1974, as amended; and

Will provide, upon request, and prior to any obligation of funds being made, a complete and accurate CDBG Federal Funds Disclosure Report detailing the required applicant / grantee information, and as appropriate other government assistance provided or applied for, interested parties and expected sources, and uses of funds.

(Name of county) designates (name of chair, county administrator, county official) as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with this application and (Name of county)'s participation in the Washington State CDBG Program.

Signature _____ Date _____

Name _____

Title _____

Attested _____ Date _____

RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE INSTRUCTIONS

The applicant's local legislative body must pass a resolution authorizing the chief administrative official to submit the CDBG application to the Washington State Department of Community, Trade and Economic Development (CTED), and certify compliance with state and federal laws and specific program requirements.

Retype the sample resolution provided on the next page, inserting local and project specific information as indicated. This resolution may be reformatted to meet the jurisdiction's requirements for official resolutions.

The resolution must be signed by the county's authorized chief administrative official, and a signed copy must be included with the application. The chief administrative official is the chair of the board of county commissioners or the county administrator, if applicable.

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 12/31/2006)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on next page.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☒ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code): () -	2. Social Security Number or Employer ID Number: - -
3. HUD Program Name WA State Community Development Block Grant / Public Services Grant Program	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

Part I Threshold Determinations

- | | |
|---|--|
| 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy. (For further information see 24 CFR Sec. 4.3).

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

<input type="checkbox"/> Yes <input type="checkbox"/> No. |
|---|--|

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties.

- You must disclose:
- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
 - Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.
I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy)
---------------------	--------------------

****Note: This certification must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, or city manager)**

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

✓ **NOTE:** HUD has clarified the instructions for Part I, box 1 of the Disclosure Report. In 2005 you were instructed to check NO in this box; for 2006 you check YES in this box since local requests for CDBG assistance, such as CDBG Public Services Grants, are considered a specific activity. Since no county is receiving a 2006 Public Services Grant over \$200,000, check NO in box 2 **unless** the county will be applying for other HUD (including CDBG) funds in 2006 and in total the amount exceeds \$200,000.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. **NOTE:** In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
 2. State the type of other government assistance (e.g., loan, grant, loan insurance).
 3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
 4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.
- B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Form HUD-2880 (3/99)

SUBRECIPIENT AGREEMENT

The county must execute a written agreement with the community action agency that is serving as grant subrecipient. This agreement must be fully executed and submitted to the CDBG Program before the 2006 grant funds can be released. The county can amend its current subrecipient agreement, or develop a new subrecipient agreement for the new 2006 contract.

If properly written and executed, the subrecipient agreement can be an indispensable management tool for both the county and community action agency. This subrecipient agreement must include, as a minimum:

- Operating Budget
- Scope of Service
- Intended Beneficiaries
- Method of Payment
- Performance Schedule
- Termination Clause
- Annual Audit Requirement
- Monitoring and Evaluation Criteria
- Record Keeping Expectations
- Disposition of Property
- Indemnification Clause
- Required Federal Standard Provisions (Provided on the following page.)
 - Title VI of the Civil Rights Act of 1964 Clause
 - Access to Records Clause
 - Section 109 Clause
 - Age Discrimination Act of 1975, as Amended Clause
 - Section 504 of the Rehabilitation Act of 1973, as Amended Clause
 - Conflict of Interest Provision

To avoid difficulties commonly associated with subrecipient agreements, the county should review the document with the subrecipient's key officials and staff.

Amendments in the subrecipient agreement may be necessary if there are changes in the scope or schedule of work. Neglecting to formally amend the agreement to reflect the current understanding of the subrecipient responsibilities places both the county and the community action agency at risk. In addition, CDBG staff must be consulted regarding the nature of any proposed amendments to the subrecipient agreement and a copy of the amended agreement must be submitted to the CDBG Program.

Sample agreements are available electronically. Contact the CDBG Office.

FEDERAL STANDARD PROVISIONS FOR THE SUBRECIPIENT AGREEMENT

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 CLAUSE

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, religion, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

ACCESS TO RECORDS CLAUSE

The county, the Washington State Department of Community, Trade and Economic Development, and other authorized representatives of the state and federal governments shall have access to any books, documents, papers, and records of the Consultant, which are directly pertinent to the contract for the purposes of making audit, examination, excerpts, and transcriptions.

SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 CLAUSE

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

THE AGE DISCRIMINATION ACT OF 1975, AS AMENDED

This Act provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funds.

SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED

Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual shall, solely by reasons of his or her handicap, be excluded from participation in (including employment), denied program benefits of, or subjected to discrimination under any program or activity receiving federal funding assistance.

CONFLICT OF INTEREST

No officer or employee of the Department; no member, officer, or employee of the Grantee or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of such locality or localities who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this contract agreement.

PUBLIC LAW 101-336, AMERICANS WITH DISABILITIES ACT OF 1990

Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR INELIGIBILITY (24 CFR. PART 510)

The subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions by any Federal department or agency.

If the subrecipient is unable to certify to any of the statements in this certification, the subrecipient shall attach an explanation to this contract document.

Community Development Block Grant Public Services Grant Application Handbook

Attachments

- **Public Services Grant Contract Amounts**
- **CSBG and CDBG 2005-2006 Award Allocations**
- **2005 Income Limits**

2006 CDBG PUBLIC SERVICE CONTRACT AMOUNTS

COUNTY CONTRACT #	SUBRECIPIENT COMMUNITY ACTION AGENCY	COUNTY ADMIN \$	CAA TOTAL	CDBG TOTAL
Asotin 06-64006-001	Community Action Partnership	3,000	44,372	47,372
Grant 06-64006-002	North Columbia CAC	3,000	173,788	176,788
Grays Harbor 06-64006-003	Coastal Community Action Program	3,000	172,069	175,069
Jefferson 06-64006-004	Olympic Community Action Programs	3,000	148,809	151,809
Kittitas 06-64006-005	HopeSource	3,000	116,172	119,172
Okanogan 06-64006-006	Okanogan County CAC	3,000	131,836	134,836
Skamania 06-64006-007	Washington Gorge Action Programs	3,000	111,377	114,377
Stevens 06-64006-008	NE WA Rural Resources Development Assn.	3,000	138,314	141,314
Thurston 06-64006-009	CAC of Lewis, Mason & Thurston Counties	3,000	122,837	125,837
Walla Walla 06-64006-010	Blue Mountain Action Council	3,000	138,172	141,172
Whitman 06-64006-011	Community Action Center	3,000	131,482	134,482
Yakima 06-64006-012	Yakima Valley Farm Workers Clinic Northwest Community Action Center	3,000	195,492	198,492
TOTALS		\$36,000	\$1,624,720	\$1,660,720

**COMMUNITY DEVELOPMENT BLOCK GRANT
AND
COMMUNITY SERVICES BLOCK GRANT
2005 & 2006 AWARD ALLOCATIONS**

County/Community Action Agency	2005 CDBG	2005 CSBG	2005 TOTAL	2006 CDBG	2006 CSBG* <i>*assuming full funding</i>	2006 TOTAL
Asotin/Community Action Partnership	\$53,145	\$5,422	\$58,567	\$44,372	\$14,847	\$59,219
Grant/North Columbia Community Action Center	\$182,562	\$72,043	\$254,605	\$173,788	\$94,979	\$268,767
Grays Harbor/Coastal Community Action Program	\$180,843	\$62,821	\$243,664	\$172,069	\$73,821	\$245,890
Jefferson/Olympic Community Action Programs	\$157,583	\$56,260	\$213,843	\$148,809	\$68,276	\$217,085
Kittitas/HopeSource	\$124,945	\$42,594	\$167,539	\$116,172	\$56,330	\$172,502
Okanogan/Okanogan County Community Action Center	\$140,609	\$47,951	\$188,560	\$131,836	\$60,909	\$192,745
Skamania/WA Gorge Action Programs	\$120,150	\$39,601	\$159,751	\$111,377	\$53,690	\$165,067
Stevens/NE WA Rural Resources Development Assn.	\$147,087	\$51,012	\$198,099	\$138,314	\$63,517	\$201,831
Thurston/CAC of Lewis, Mason & Thurston Counties	\$131,610	\$272,674	\$404,284	\$122,837	\$283,002	\$405,839
Walla Walla/Blue Mountain Action Council	\$146,945	\$50,069	\$197,014	\$138,172	\$62,793	\$200,965
Whitman/Community Action Center	\$140,255	\$47,873	\$188,128	\$131,482	\$60,833	\$192,315
Yakima/Northwest Community Action Center	\$204,266	\$86,959	\$291,225	\$195,492	\$104,323	\$299,815
TOTALS	\$1,730,000	\$835,279	\$2,565,279	\$1,624,720	\$997,320	\$2,622,040

2005 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
ADAMS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ASOTIN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
BENTON	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
CHELAN	50	18,950	21,650	24,350	27,050	29,200	31,400	33,550	35,700
	80	30,300	34,600	38,950	43,300	46,750	50,200	53,650	57,150
CLALLAM	50	17,900	20,500	23,050	25,600	27,650	29,700	31,750	33,800
	80	28,650	32,750	36,850	40,950	44,250	47,500	50,800	54,050
CLARK	50	23,750	27,150	30,550	33,950	36,650	39,400	42,100	44,800
	80	38,000	43,450	48,900	54,300	58,650	63,000	67,350	71,700
COLUMBIA	50	18,500	21,100	23,750	26,400	28,500	30,600	32,750	34,850
	80	29,550	33,800	38,000	42,250	45,600	49,000	52,400	55,750
COWLITZ	50	19,250	22,000	24,750	27,500	29,700	31,900	34,100	36,300
	80	30,800	35,200	39,600	44,000	47,500	51,050	54,550	58,100
DOUGLAS	50	18,000	20,550	23,150	25,700	27,750	29,800	31,850	33,900
	80	28,800	32,900	37,000	41,100	44,400	47,700	51,000	54,300
FERRY	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

2005 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
FRANKLIN	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
GARFIELD	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
GRANT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
GRAYS HARBOR	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ISLAND	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
JEFFERSON	50	18,650	21,300	24,000	26,650	28,800	30,900	33,050	35,200
	80	29,850	34,100	38,400	42,650	46,050	49,450	52,850	56,300
KING	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
KITSAP	50	22,250	25,400	28,600	31,750	34,300	36,850	39,350	41,900
	80	35,550	40,650	45,700	50,800	54,850	58,950	63,000	67,050
KITTITAS	50	18,850	21,550	24,250	26,950	29,100	31,250	33,400	35,550
	80	30,200	34,500	38,800	43,100	46,550	50,000	53,450	56,900
KLICKITAT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

2005 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
LEWIS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LINCOLN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
MASON	50	17,600	20,150	22,650	25,200	27,200	29,200	31,200	33,250
	80	28,200	32,250	36,300	40,300	43,550	46,750	50,000	53,200
OKANOGAN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PACIFIC	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PEND OREILLE	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PIERCE	50	21,750	24,850	27,950	31,050	33,550	36,000	38,500	41,000
	80	34,800	39,750	44,700	49,700	53,650	57,650	61,600	65,600
SAN JUAN	50	21,050	24,050	27,050	30,050	32,450	34,850	37,250	39,650
	80	33,650	38,450	43,250	48,100	51,950	55,750	59,600	63,450
SKAGIT	50	19,850	22,700	25,500	28,350	30,600	32,900	35,150	37,400
	80	31,750	36,300	40,800	45,350	49,000	52,600	56,250	59,900
SKAMANIA	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850

2005 Income Limits

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
SNOHOMISH	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
SPOKANE	50	19,100	21,850	24,550	27,300	29,500	31,650	33,850	36,050
	80	30,600	34,950	39,300	43,700	47,150	50,650	54,150	57,650
STEVENS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
THURSTON	50	23,150	26,450	29,750	33,050	35,700	38,350	41,000	43,650
	80	37,000	42,300	47,600	52,900	57,100	61,350	65,550	69,800
WAHKIAKUM	50	18,900	21,600	24,300	27,000	29,150	31,300	33,450	35,600
	80	30,250	34,550	38,900	43,200	46,650	50,100	53,550	57,000
WALLA WALLA	50	17,950	20,500	23,100	25,650	27,700	29,750	31,800	33,850
	80	28,750	32,850	36,950	41,050	44,300	47,600	50,900	54,150
WHATCOM	50	20,250	23,150	26,050	28,950	31,250	33,600	35,900	38,200
	80	32,400	37,050	41,700	46,300	50,050	53,750	57,450	61,150
WHITMAN	50	18,400	21,050	23,650	26,300	28,400	30,500	32,600	34,700
	80	29,450	33,650	37,850	42,100	45,450	48,800	52,200	55,550
YAKIMA	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700